
Assistant Program Coordinator – Community Recreation

DEPARTMENT:	Parks and Recreation	STATUS:	Full Time
NO. OF POSITIONS:	1	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$35.60 - \$41.93 per hour + comprehensive benefits

As a central hub in the Metro Vancouver area, the City of New Westminister delivers a broad spectrum of urban services to over 92,000 residents. New Westminister is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

We are seeking an energetic, dynamic, and organized Program Coordinator to join the Community Recreation team. Working out of both təməsewtxw Aquatic and Community Centre and Queensborough Community Centre, the Assistant Program Coordinator will support a variety of programs and events.

The Assistant Program Coordinators report to and works in collaboration with Program Coordinators. Your primary responsibilities will include: assessing needs and making recommendations, assisting in the planning, promotion, and implementation of community events, programs, and services that engage the community, supervision of front line workers and program staff, providing building supervision and operation support, establishing and maintaining effective communication and working relationships with staff and community.

If many of the following characteristics and skills describe you, we want to hear from you!

- Completion of a Certificate or diploma in Recreation or a related field supplemented by proven practical experience in applied leadership, supervision and recreation programming or an equivalent combination of education and experience as deemed suitable by the employer.
- Knowledge of the principals, practices, and objectives of recreation services.
- Working knowledge of applicable requirements, policies, regulations and standards governing the work performed.
- Ability to develop opportunities that reflect the interests and needs of the community.
- Demonstrates organizational and administrative skills with experience in staff and volunteer supervision.
- Sound knowledge of teaching methods and group leadership techniques as they related to the work performed.
- Demonstrates skill in event and program planning for all ages.
- Possesses strong skills in conflict resolution and customer service.
- Experience building and maintaining relationships with staff and community partners.
- Ability to exercise initiative and judgement in assisting in the planning, development, coordination, implementation and evaluation of programs and events.
- Experience with promotion and working with budgets and reports.
- Ability to perform general office duties such as program registration and processing payments.
- Ability to work independently and perform tasks with minimal supervision.
- Ability to communicate effectively in writing and orally.
- Valid Class 5 BC driver's license.
- Valid First Aid and CPR certification.
- Proficiency in the use of various software applications including Microsoft Office Suite and registration software.
- The successful applicant must be able to pass and maintain a clear Police Information Check with Vulnerable Sector Check.

* This position works a non-standard work week and the schedule may change based on operational requirements.
The initial schedule will be Sunday to Thursday non-standard work hours.

**Apply online with your resume and cover letter in one document
at www.newwestcity.ca/employment by September 25, 2026.**

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

*New Westminister is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*